



MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tynor
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, April 4, 2023 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Director, Environmental Services job classification	<i>LaShonda Herbert</i>	2-5
2. Retitle Associate Building Official job classification to Associate Director, Building and Inspections	<i>Ashley Crites</i> <i>LaShonda Herbert</i>	6-13
3. Deputy Director, Building and Inspections	<i>Ashley Crites</i> <i>LaShonda Herbert</i>	14-18
4. Retitle and regrade Plans Examiner/Inspector job classification to Building Plans Examiner	<i>Ashley Crites</i> <i>LaShonda Herbert</i>	19-22
5. Retitle Senior Building Inspector job classification to Chief Building Inspector	<i>Ashley Crites</i> <i>LaShonda Herbert</i>	23-26
6. Chief Plumbing, Mechanical, and Gas Inspector job classification	<i>Ashley Crites</i> <i>LaShonda Herbert</i>	27-30
7. Siltation bond and lake development amendments	<i>Caitlin Giles</i>	31-35
ADJOURN		

DIRECTOR, ENVIRONMENTAL SERVICES

SUMMARY

The purpose of this classification is to provide leadership and perform managerial, administrative, and technical/specialized work functions associated with planning, developing, organizing, overseeing, and implementing an efficient and economical waste/refuse collection, waste reduction, waste recycling, yard composting, waste disposal and pollution prevention program, for the Environmental Services ~~Division of the Public Works~~ Department. Also directs the management of all associated administrative function, included grant funding, regulatory compliance, customer relations, broker-services, quality control, policy review and development.

ESSENTIAL FUNCTIONS

~~Supports and assists the Executive Director of Public Works with the e~~Executions of necessary management efforts to achieve immediate, mid-range, and long-term goals set for the Environmental Services ~~Department of Public Works, Environmental Services Division~~, consistent with the Mission, Standard of Excellence, and Core Values set forth by the Mayor.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Mentors, coaches, and trains direct and indirect staff reports as necessary to ensure that they have the necessary personal skills to meet and exceed the expectations of their work responsibilities. Where necessary, identified outside services to support these efforts.

Employees proficient problem-solving skills that identifies the problem, develops and analyzes possible solutions, and implements the best course of action to improve efficiency and effectiveness of operations and delivery of ~~Division~~ Department services.

Develops and fosters a cultural workspace that reflects a commitment to excellent customer service, accountability of performance, positive shared responsibility, and mental and physical well-being for all.

Develops and maintains a robust public outreach and educational program that enhances divisional relationship with the citizenry and business communities, ensuring that the delivery of services meet customer expectations with the highest standard of excellence.

Follows Federal, State, and Local regulations and guidelines in planning and implementation of all aspects of Environmental Services divisional operations.

Develops and maintains strategic plan(s) for staffing, operational practices and policies, and service relationships to meet present operational objectives and forecasted needs.

Develops and maintains strategic plan(s) for equipment and material needs of repair, replacement, additions, and retirements to meet present and forecasted divisional expectations.

Serves as liaison between City Officials, City Departments, Citizens, Businesses, and all other Stakeholders in Environmental Services operations.

Supports Communication Department with any information needs for public awareness, education, alerts, service schedules, and media interactions.

Monitors expenditures and tracks cost measures necessary to prepares annual budget requests.

Processes documentation related to departmental payroll; forwards.

Compiles/analyzes data; monitors status/progress of programs; prepares/distributes reports.

Responds to questions and requests for information/assistance by telephone or in person from the general public, news media, employees, officials or other persons.

Uses knowledge of software programs to operate a computer in an effective and efficient manner.

Composes, prepares, receives, reviews, and/or approves forms, requests, charts, records, reports, correspondence, and documents associated with daily responsibilities of this position; reviews, processes, responds, forwards, and maintains.

Maintains file system of departmental records, specifically: vehicle maintenance reports, route patterns, accident reports, budget reports, personnel records, and related documents.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature and maintains professional affiliations.

Attends meetings, workshops, and training sessions.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal– relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public/Business Administration, or related field preferred; ten years of progressively responsible experience in operations management, solid waste management, business process management, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required. Must possess and maintain a valid Alabama driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery and automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, radio communications equipment, and related equipment, pager, etc. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, directories, ordinances, maintenance manuals, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange personnel, legal, financial, and technical information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, the Mayor, City Council, and State/Federal regulatory officials.

LANGUAGE ABILITY: Requires ability to read a variety of technical, legal, financial, and personnel documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex legal, personnel-related, and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which includes scales and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate a motor vehicle.

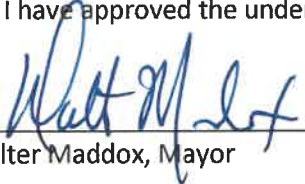
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, sanitary collection equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/30/23
Date

ASSOCIATE ~~BUILDING OFFICIAL~~DIRECTOR, BUILDING AND INSPECTIONS

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with the ~~Building and Inspections~~ Division within the Office of Urban Development. Work includes assisting the ~~Chief Building Official~~ Director of Building and Inspections with performing administrative work functions associated with the inspections of commercial and residential structures to ensure compliance with all applicable codes and regulations. This position administers all functions and duties related to the intake of plan/project submittals, fee calculations, issuance of permits, over-the-counter plan review and coordination of plan review with other city divisions/departments. Work also includes assisting the ~~Chief Building Official~~ Director of Building and Inspections with supervising and directing assigned staff and performing administrative work functions associated with the building code enforcement process.

Authorized to act on behalf of the ~~Chief Building Official~~ Director of Building and Inspections in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Trained in the essential functions and performs duties of the ~~Chief Building Official~~ Director of Building and Inspections in his/her absence.

Supports the ~~Chief Building Official~~ Director of Building and Inspections in management responsibility for all division services and activities by assisting in formulating, implementing, modifying and improving the activities for building inspections, predevelopment plan reviews, property maintenance, code enforcement, permitting, certificates of occupancy, plan submittals, fee calculations, fee updates, over-the-counter plan review, and coordination of plan review with other city departments; recommends and administers policies and procedures.

Assists in supervising, directing, providing instruction, training, coordinating activities, organizing and prioritizing work, assigning work, monitoring status of work, troubleshooting problems, and evaluating and reviewing the work of assigned staff to potentially include inspectors, code enforcement personnel, plan review personnel, and administrative support.

Assists in planning, coordinating, and overseeing daily operations and activities of the Building and Inspections Division.

Coordinates with ~~Planning Director~~ Director of Planning, Director of Codes and Development Services, Lakes Division, and other departments/divisions on zoning-violations on protocol for compliance with Code-enforcement issues.

Assists in coordinating process for Building and Inspection Division and inspectors in placing and removing zoning notification signs and related enforcement issues.

Assists in overseeing the intake procedures of inspection requests.

Manages the permitting process including intake, serving as liaison between the applicant and other agencies, reviewing applications, inputting data, collecting fees, obtaining approvals, issuing permits, attaching records, processing refunds, and all other functions associated with the permitting process in a timely manner.

Reviews unfinished and/or expired permits for follow up and possible corrective actions; determines a renewal process when requested.

Assists in developing and overseeing the implementation of customer service policies and procedures related to the public counter for permitting within the Business Services Center.

Implements performance measures to continually evaluate permit review times, number of inspections, approval times, etc., managing plan reviews and approvals.

Prepare comprehensive reports on permitting, inspections, fees and other related matters when requested.

Assists with permitting and inspections software implementation and maintenance.

In the absence of the ~~Chief Building Official~~ Director of Building and Inspections, prepares, monitors, and updates disaster recovery response in regards to permitting, inspections, and property maintenance.

Ensures code compliance in permitted projects; verifies license of contractors.

Interprets and enforces construction codes and city ordinances, review, update and implement State and Federal law requirements, within the permitting, plan review, license and inspection processes; researches code-related issues in code books as needed; proposes changes to construction codes and ordinances of related code enforcement; initiates any actions necessary to correct deviations or violations.

Assists in inspecting structures for code compliance; researches construction methods and materials; approves alternate materials and methods of construction.

Condemns houses and other structures; declares buildings or systems unsafe.

Attends Council Meetings, hearings and other meetings as required; serves on committees; attends meetings with internal and external stakeholders, including pre-design, pre-construction, and others as needed.

Issues and approves certificates of occupancy and building permits; issues warning notices, violation notices, stop work orders; revokes building permits; authorizes the release of service utilities to structures.

Receives and reviews plans, blueprints, buildings, systems and related construction documents for compliance with applicable building codes, ordinances, standards and other requirements to ensure the health, safety and welfare of the public; writes commercial and residential permits, prepares reports, memos, or other documentation; reviews, completes, processes, posts, and/or forwards; maintains records.

Prepares and gives presentations to Mayor, Council, Civic and Business groups.

Prepares and presents training and education classes and provides complex, technical guidance to city staff, the general public, local contractors, sub-contractors, developers etc.; notifies the general public in a proper and timely manner of all departmental changes in policies, procedures, fees, etc.

Assists in budgetary functions; approves expenditures; collects fees.

Interviews candidates for employment and assists Director of Building and Inspections in recommendations to Human Resource Department.

Serves as witness in court cases involving department.

Reviews and prepares code adoptions and amendments; coordinates with stakeholders and other interested parties.

Acts as backup for the ~~Chief Building Official~~ Director of Building and Inspections in processing documentation related to division payroll; forwards as necessary.

Consults with supervisors, department heads, Mayor, council members, staff, engineers, inspectors, architects, developers, and agency officials to review operations, discuss problems, revise plans, coordinate activities, provide technical expertise, and receive advice/direction.

Interprets regulatory codes and responds to requests for information from employees, officials, contractors, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, codes, standards, methods, materials, trends and advances in the profession; attends training courses, seminars, and workshops; reads professional literature; maintains professional affiliations; maintains continuing education units (CEUs) for required certifications.

In conjunction with the ~~Chief Building Official~~ Director of Building and Inspections, establishes assists, and implements policies and procedures; recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

ASSOCIATE ~~BUILDING OFFICIAL~~DIRECTOR, BUILDING AND INSPECTIONS

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with the ~~Building and Inspections~~ Division within the Office of Urban Development. Work includes assisting the ~~Chief Building Official~~ Director of Building and Inspections with performing administrative work functions associated with the inspections of commercial and residential structures to ensure compliance with all applicable codes and regulations. This position administers all functions and duties related to the intake of plan/project submittals, fee calculations, issuance of permits, over-the-counter plan review and coordination of plan review with other city divisions/departments. Work also includes assisting the ~~Chief Building Official~~ Director of Building and Inspections with supervising and directing assigned staff and performing administrative work functions associated with the building code enforcement process.

Authorized to act on behalf of the ~~Chief Building Official~~ Director of Building and Inspections in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Trained in the essential functions and performs duties of the ~~Chief Building Official~~ Director of Building and Inspections in his/her absence.

Supports the ~~Chief Building Official~~ Director of Building and Inspections in management responsibility for all division services and activities by assisting in formulating, implementing, modifying and improving the activities for building inspections, predevelopment plan reviews, property maintenance, code enforcement, permitting, certificates of occupancy, plan submittals, fee calculations, fee updates, over-the-counter plan review, and coordination of plan review with other city departments; recommends and administers policies and procedures.

Assists in supervising, directing, providing instruction, training, coordinating activities, organizing and prioritizing work, assigning work, monitoring status of work, troubleshooting problems, and evaluating and reviewing the work of assigned staff to potentially include inspectors, code enforcement personnel, plan review personnel, and administrative support.

Assists in planning, coordinating, and overseeing daily operations and activities of the Building and Inspections Division.

Coordinates with ~~Planning Director~~ Director of Planning, Director of Codes and Development Services, Lakes Division, and other departments/divisions on ~~zoning~~ violations on protocol for compliance with ~~Code~~ enforcement issues.

Assists in coordinating process for Building and Inspection Division and inspectors in placing and removing zoning notification signs and related enforcement issues.

Assists in overseeing the intake procedures of inspection requests.

Manages the permitting process including intake, serving as liaison between the applicant and other agencies, reviewing applications, inputting data, collecting fees, obtaining approvals, issuing permits, attaching records, processing refunds, and all other functions associated with the permitting process in a timely manner.

Reviews unfinished and/or expired permits for follow up and possible corrective actions; determines a renewal process when requested.

Assists in developing and overseeing the implementation of customer service policies and procedures related to the public counter for permitting within the Business Services Center.

Implements performance measures to continually evaluate permit review times, number of inspections, approval times, etc., managing plan reviews and approvals.

Prepare comprehensive reports on permitting, inspections, fees and other related matters when requested.

Assists with permitting and inspections software implementation and maintenance.

In the absence of the ~~Chief Building Official~~ Director of Building and Inspections, prepares, monitors, and updates disaster recovery response in regards to permitting, inspections, and property maintenance.

Ensures code compliance in permitted projects; verifies license of contractors.

Interprets and enforces construction codes and city ordinances, review, update and implement State and Federal law requirements, within the permitting, plan review, license and inspection processes; researches code-related issues in code books as needed; proposes changes to construction codes and ordinances of related code enforcement; initiates any actions necessary to correct deviations or violations.

Assists in inspecting structures for code compliance; researches construction methods and materials; approves alternate materials and methods of construction.

Condemns houses and other structures; declares buildings or systems unsafe.

Attends Council Meetings, hearings and other meetings as required; serves on committees; attends meetings with internal and external stakeholders, including pre-design, pre-construction, and others as needed.

Issues and approves certificates of occupancy and building permits; issues warning notices, violation notices, stop work orders; revokes building permits; authorizes the release of service utilities to structures.

Receives and reviews plans, blueprints, buildings, systems and related construction documents for compliance with applicable building codes, ordinances, standards and other requirements to ensure the health, safety and welfare of the public; writes commercial and residential permits, prepares reports, memos, or other documentation; reviews, completes, processes, posts, and/or forwards; maintains records.

Prepares and gives presentations to Mayor, Council, Civic and Business groups.

Prepares and presents training and education classes and provides complex, technical guidance to city staff, the general public, local contractors, sub-contractors, developers etc.; notifies the general public in a proper and timely manner of all departmental changes in policies, procedures, fees, etc.

Assists in budgetary functions; approves expenditures; collects fees.

Interviews candidates for employment and assists Director of Building and Inspections in recommendations to Human Resource Department.

Serves as witness in court cases involving department.

Reviews and prepares code adoptions and amendments; coordinates with stakeholders and other interested parties.

Acts as backup for the ~~Chief Building Official~~ Director of Building and Inspections in processing documentation related to division payroll; forwards as necessary.

Consults with supervisors, department heads, Mayor, council members, staff, engineers, inspectors, architects, developers, and agency officials to review operations, discuss problems, revise plans, coordinate activities, provide technical expertise, and receive advice/direction.

Interprets regulatory codes and responds to requests for information from employees, officials, contractors, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, codes, standards, methods, materials, trends and advances in the profession; attends training courses, seminars, and workshops; reads professional literature; maintains professional affiliations; maintains continuing education units (CEUs) for required certifications.

In conjunction with the ~~Chief Building Official~~ Director of Building and Inspections, establishes assists, and implements policies and procedures; recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; Associates degree or Vocational/Technical diploma in electrical, plumbing, construction, or related field, or Bachelor's degree in building construction, construction management, business administration, public administration, or related field preferred; five (5) years' experience in general building construction, construction project management, code interpretation, building plans review, and building inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain valid ICC certifications in areas of specialty at least one per year, as appropriate, such as Building Plan Examiner, Commercial Building Inspector, and Residential Building Inspector, and Property Maintenance Inspector are required. A Certified Building Official Certification is preferred. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, calculator, photocopier, telephone, two-way radio, engineers rule, etc. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, code books, operational manuals, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, electrical, architectural, engineering, and plumbing information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal, electrical, architectural, engineering, mechanical, and plumbing documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal, electrical, architectural, engineering, mechanical, and plumbing principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals/percentages, utilize basic algebraic and geometric formulas, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include standard measuring devices and engineers rule.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using building inspection tools and automated office equipment and to operate a motor vehicle.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/30/23
Date

DEPUTY DIRECTOR, BUILDING, AND INSPECTIONS

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with the Building and Inspections Division within the Office of Urban Development. Work includes assisting the Director of Building and Inspections with performing administrative work functions associated with the inspections of commercial and residential structures to ensure compliance with all applicable codes and regulations. This position administers all functions and duties related to the intake of plan/project submittals, fee calculations, issuance of permits, over-the-counter plan review and coordination of plan review with other city divisions/departments. Work also includes assisting the Director of Building and Inspections with supervising and directing assigned staff and performing administrative work functions associated with the building code enforcement process.

Authorized to act on behalf of the Director of Building and Inspections in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Trained in the essential functions and performs duties of the Director of Building and Inspections in his/her absence.

Supports the Director of Building and Inspections in management responsibility for all division services and activities by assisting in formulating, implementing, modifying and improving the activities for building inspections, predevelopment plan reviews, property maintenance, code enforcement, permitting, certificates of occupancy, plan submittals, fee calculations, fee updates, over-the-counter plan review, and coordination of plan review with other city departments; recommends and administers policies and procedures.

Assists in supervising, directing, providing instruction, training, coordinating activities, organizing and prioritizing work, assigning work, monitoring status of work, troubleshooting problems, and evaluating and reviewing the work of assigned staff to potentially include inspectors, code enforcement personnel, plan review personnel, and administrative support.

Responsible for supervision of Permit Administrators personnel within the Building Division and the administration of all functions and duties related to the intake of projects, plan submittals, fee calculations, issuance of permits, over-the-counter plan review, code compliance review, and coordination of plan review with other city departments, ensuring the permitting process is handled in a timely manner.

Reviews unfinished and/or expired permits for follow-up and possible corrective actions; reviews expired permits and determines renewal process when requested; reviews and processes all permit refund requests, submitting all documentation, records, and other required information to appropriate departments for requested refunds.

Assists in planning, coordinating, and overseeing daily operations and activities of the Building and Inspections Division.

Coordinates with Director of Planning, Director of Codes and Development Services, Lakes Division, and other departments/divisions on violations on protocol for compliance with enforcement issues.

Assists in overseeing the intake procedures of inspection requests.

Manages the permitting process including intake, serving as liaison between the applicant and other agencies, reviewing applications, inputting data, collecting fees, obtaining approvals, issuing permits, attaching records, processing refunds, and all other functions associated with the permitting process in a timely manner.

Reviews unfinished and/or expired permits for follow up and possible corrective actions; determines a renewal process when requested.

Assists in developing and overseeing the implementation of customer service policies and procedures related to the public counter for permitting.

Implements performance measures to continually evaluate permit review times, number of inspections, approval times, etc., managing plan reviews and approvals.

Prepare comprehensive reports on permitting, inspections, fees and other related matters when requested.

Responsible for the implementation and maintenance of permitting and inspections software.

In the absence of the Director of Building and Inspections, prepares, monitors, and updates disaster recovery response in regards to permitting, inspections, and property maintenance.

Ensures code compliance in permitted projects; verifies license of contractors.

Interprets and enforces construction codes and city ordinances, review, update and implement State and Federal law requirements, within the permitting, plan review, license and inspection processes; researches code-related issues in code books as needed; proposes changes to construction codes and ordinances of related code enforcement; initiates any actions necessary to correct deviations or violations.

Assists in inspecting structures for code compliance; researches construction methods and materials; approves alternate materials and methods of construction.

Condemns houses and other structures; declares buildings or systems unsafe.

Attends Council Meetings, hearings and other meetings as required; serves on committees; attends meetings with internal and external stakeholders, including pre-design, pre-construction, and others as needed.

Issues and approves certificates of occupancy and building permits; issues warning notices, violation notices, stop work orders; revokes building permits; authorizes the release of service utilities to structures.

Receives and reviews plans, blueprints, buildings, systems and related construction documents for compliance with applicable building codes, ordinances, standards and other requirements to ensure the health, safety and welfare of the public; writes commercial and residential permits, prepares reports, memos, or other documentation; reviews, completes, processes, posts, and/or forwards; maintains records.

Prepares and gives presentations to Mayor, Council, Civic and Business groups.

Prepares and presents training and education classes and provides complex, technical guidance to city staff, the general public, local contractors, sub-contractors, developers etc.; notifies the general public in a proper and timely manner of all departmental changes in policies, procedures, fees, etc.

Assists in budgetary functions; approves expenditures; collects fees.

Interviews candidates for employment and assists Director of Building and Inspections in recommendations to Human Resource Department.

Serves as witness in court cases involving department.

Reviews and prepares code adoptions and amendments; coordinates with stakeholders and other interested parties.

Responsible for calculating, implementing, and maintaining the permit fee changes in accordance with City ordinance.

Acts as backup for the Director of Building and Inspections in processing documentation related to division payroll; forwards as necessary.

Consults with supervisors, department heads, Mayor, council members, staff, engineers, inspectors, architects, developers, and agency officials to review operations, discuss problems, revise plans, coordinate activities, provide technical expertise, and receive advice/direction.

Interprets regulatory codes and responds to requests for information from employees, officials, contractors, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, codes, standards, methods, materials, trends and advances in the profession; attends training courses, seminars, and workshops; reads professional literature; maintains professional affiliations; maintains continuing education units (CEUs) for required certifications.

In conjunction with the Director of Building and Inspections, establishes assists, and implements policies and procedures; recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; Associates degree or Vocational/Technical diploma in electrical, plumbing, construction, or related field, or Bachelor's degree in building construction, construction management, business administration, public administration, or related field preferred; five (5) years' experience in general building construction, construction project management, code interpretation, building plans review, and building inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain valid ICC certifications in areas of specialty at least one per year, as appropriate. Building Plan Examiner, Commercial Building Inspector, and two of the following: Mechanical Plans Examiner, Plumbing Plans Examiner, or Electrical Plans Examiner are required. In lieu of the previously listed certifications, an ICC Certified Building Official Certification is acceptable. Must obtain two certificates in the first year and one certification per year after until requirement is met. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, calculator, photocopier, telephone, etc. Physical demand requirements are the ability to exert moderate, though not constant physical effort, typically involving some combination of bending and lifting materials of moderate weight (12-20 pounds).

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, code books, operational manuals, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, electrical, architectural, engineering, and plumbing information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal, electrical, architectural, engineering, mechanical, and plumbing documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal, electrical, architectural, engineering, mechanical, and plumbing principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals/percentages, utilize basic algebraic and geometric formulas, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment that may include standard measuring devices and engineers rule.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using building inspection tools and automated office equipment and to operate a motor vehicle.

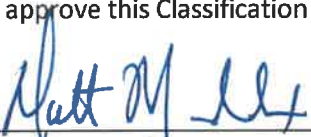
MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

BUILDING PLANS EXAMINER/INSPECTOR

SUMMARY

The purpose of this classification is to review commercial plans and blueprints and to inspect buildings/systems to ensure compliance with applicable building codes and to ensure the health, safety, and welfare of the public.

Authorized to act on behalf of Plans and Permitting Manager or Associate Director, Building and Inspections in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Provides direction, guidance and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, handicapped accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.

Reviews blueprints, architectural drawings, engineering drawings, plan revisions, specifications, and related construction documents; reviews permit applications; verifies compliance of construction plans with all applicable codes, ordinances, standards, and other requirements; identifies non-compliance issues and corrections required for plans to achieve compliance with codes; ensures necessary corrections are made to plans and meet compliance prior to issuance of permits; issues building permits for approved applications.

Conducts site inspections of buildings and properties (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans; inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, sanitation, adequate lighting, ventilation, and safety to life and property from fire and other hazards; inspects mechanical, plumbing, gas, electrical, roofing, fire alarm, and related building systems; inspects foundations, slabs, footing, and framing; inspects swimming pools; inspects mobile homes; inspects construction workmanship, methods, and materials; verifies contractor licensure and proper permitting of construction work; inspects existing buildings for improper use.

Conducts meetings with architects, engineers, contractors, builders, property owners, and the public as needed.

Provides information and technical assistance concerning plan review activities, building inspection activities, code requirements, code compliance, code interpretation, and related issues; discusses problem areas with property owners, developers, contractors, engineers, and architects; recommends solutions to problems; responds to questions or complaints concerning code violations; provides information and technical expertise to other staff members; conducts code training for department staff.

~~Condemns houses and other structures; issues and approves certificate of occupancy and permits; declares buildings or systems unsafe.~~

Identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues warning notices, violation notices, or stop work orders as appropriate; reports failed inspections, violations, and deviations from codes/plans to supervisor, other inspectors, contractors, or other individuals as appropriate.

~~Monitors status of failed inspections; conducts follow-up inspections to verify correction of deficiencies.~~

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Prepares and maintains records of plan review and ~~building inspection~~ activities.

Conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

~~Receives moneys in payment of permit fees or other fees/services; records transactions, issues receipts, and forwards revenues as appropriate.~~

Prepares or completes various forms, reports, correspondence, plan review forms, permit applications, permit signs, ADA evaluation forms, ~~inspection tickets~~, Certificates of Occupancy, drawings, ~~vehicle maintenance records~~, or other documents.

Receives various forms, reports, correspondence, payments, blueprints, architectural drawings, engineering drawings, plan revisions, specifications, site plans, permit applications, inspection requests, compaction reports, engineer/architect letters, septic tank reports, fire reports, product information, trade journals, technical reports/articles, street maps, surveys, codes, commentaries, ordinances, regulations, standards, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, e-mail, Internet, or other computer programs; updates information on departmental web site.

Communicates with supervisor, employees, other departments, city officials, inspectors, property owners, contractors, architects, engineers, attorneys, utility companies, public health officials, local/state/federal agencies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings and hearings as ~~needed~~necessary.

Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education training; attends seminars, workshops, and training sessions as appropriate, maintains continuing education units (CEUs) for required certifications.

~~Must be available for call out 24 hours a day.~~

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in general building construction and/or a variety of construction plan review specialties; supplemented by five (5) years previous experience and/or training that includes general building construction, construction project management, code interpretation, building plan review, and building inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain valid ICC certifications ~~in areas of specialty at least one per year, as appropriate, such as Building Plan Examiner, Commercial Building Inspector, and two of the following: Electrical Plan Examiner, Plumbing Plan Examiner, or Mechanical Plan Examiner, Building Inspector, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, and Legal and Management. In lieu of the previously listed certifications, an ICC Certified Building Official Certification is acceptable. Must obtain two certifications the first year and one certification per year after until requirement is met.~~ Must possess and maintain a valid Alabama driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines, tools and equipment, such as a motor vehicle, computer, printer, copy machine, fax machine, calculator, telephone, digital camera, ~~voltmeter, electric circuit testing instruments, compaction probe rod, engineering scale, or measuring devices.~~ Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of lifting and toting ~~climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling~~ of objects and materials of moderate weight (12-20 pounds).

DATA COMPREHENSION: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

INTERPERSONAL COMMUNICATION: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

LANGUAGE ABILITY: Requires the ability to read a variety of informational, construction-related, and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with

proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques, to understand departmental policies and procedures, to make independent judgment in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

NUMERICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and operating motor vehicles.

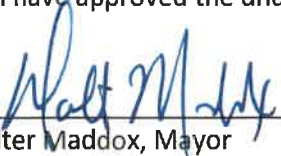
MANUAL DEXTERITY: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

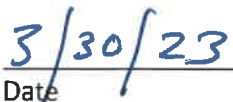
COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.


Walter Maddox, Mayor


Date

CHIEF BUILDING INSPECTOR, SENIOR

SUMMARY

The purpose of this classification is to perform administrative and supervisory/specialized work functions associated with the inspections of commercial and residential building construction projects to ensure compliance with all applicable codes and regulations that apply to the building trades. Work is performed with latitude for independent judgment and action and is reviewed by the Director of Building and Inspections.

Authorized to act on behalf of the Director of Building and Inspections in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this job class. These are not to be construed as exclusive or all-inclusive. The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Coordinates the daily external operations of the Building and Inspection Division alongside other Chief Inspectors.

Supervises, directs and evaluates assigned staff in the performance of inspection tasks; assigns work and coordinates routes; maintains standards; approves time off and maintains efficient work force daily; processes, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals and ensuring employees meet required continuing education units (CEUs).

Inspects all phases of commercial and residential building construction to ensure compliance with city building codes and regulations.

Performs building and structural inspections and other trade inspections when necessary and/or qualified.

Inspects existing structures to ensure compliance with city Building Codes; notifies appropriate owners of violations.

Inspects and Condemns houses and other structures; issues and approves certificate of occupancy, inspections, -and permits; declares buildings or systems safe/unsafe.

Researches construction methods and materials and reviews deeds, maps, blueprints and related materials.

Prepares and/or receives plans, forms, blueprints, photographs, charts, notices, permits, reports, logs, memos, or documentation; reviews, completes, processes, posts, and/or forwards; maintains records.

Operates a service truck to conduct inspections; inspects assigned vehicle for proper operations and maintains fluid level; delivers vehicle to fleet maintenance for repairs and scheduled maintenance.

Attends hearings and meetings as necessary; provides expert witness testimony.

Consults with supervisors, law officers, engineers, inspectors, contractors, architects, developers, and agency

officials as needed to review departmental operations, discuss problems, coordinate activities, provide technical expertise, and receive advice/direction.

Communicates via telephone, email, text message, and/or any other communication devices and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

Interprets regulatory codes and responds to requests for information from employees, officials, contractors, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; attends training seminars and workshops; maintains continuing education units (CEUs) for required certifications.

Assists in training new employees.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in ~~day-to-day~~ day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; five (5) years of progressively responsible experience in commercial and/or residential building construction, inspection, or related field required. Bachelor's degree, Associates degree, or Vocational/technical diploma in Building Construction or related field preferred; possession of professional construction trade licenses or cards preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have or be willing to obtain the following ICC Certifications: Building Plan Examiner, Residential Building Inspector, and Commercial Building Inspector and International Property Maintenance and Housing Inspector, or Combination Residential Inspector. In lieu of the previously listed certifications, an ICC Certified Building Official Certification is acceptable. Must have or be willing to obtain a State Home Builder's License. Must obtain one Certification or License per year two certifications in the first year and one certification per year after until the requirement is met. Must be willing to complete 7 hours of Continuing Education Courses per year. Must be willing to complete 1 Continuing Education Course on Codes every 3 years. Must possess and maintain a valid Alabama driver's license. Supervisory experience preferred. Must attend continuing education classes to maintain certification renewal requirements.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a service truck and a variety of building inspection tools and automated office equipment including a computer, calculator, copiers, telephone, two-way radio, tape measure, meters, hand tools, etc. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, code books, operational manuals, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange construction, building code, architectural, and engineering information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of construction, building code, architectural, and engineering documentation, directions, instructions, and methods and procedures. Requires the ability to write basic job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex construction, building code, architectural, and engineering principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals/percentages, utilize basic algebraic and geometric formulas, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using building inspection tools and automated office equipment and to operate a motor vehicle.

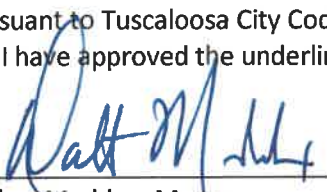
MANUAL DEXTERITY: Requires the ability to handle a variety of items, building inspection tools and automated office equipment, control knobs, meters, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.



Walter Maddox, Mayor

3/30/23
Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 7065
Grade: 24
FLSA: Non-Exempt**

CHIEF PLUMBING, MECHANICAL, AND GAS INSPECTOR

SUMMARY

The purpose of this classification is to perform administrative and supervisory/specialized work functions associated with specialized plumbing, mechanical, and gas inspections to ensure compliance with all applicable codes and regulations that apply to the plumbing, mechanical, and gas trades.

Authorized to act on behalf of the Director of Building and Inspections in his/her absence

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Coordinates the daily external operations of the Building and Inspection Division alongside other Chief Inspectors.

Supervises, directs and evaluates assigned staff in the performance of inspection tasks; assigns work and coordinates routes; and maintains standards; approves time off and maintains efficient work force daily; performs employee counseling, disciplining and completing performance appraisals and ensuring employees meet required continuing education units (CEUs).

Inspects plumbing, mechanical, prefabricated fireplace, gas installations and/or related systems to ensure compliance with city codes/regulations; informs appropriate individuals of violations.

Fulfills related duties within the office when requested to do so; oversees and performs other trade inspections when necessary/qualified.

Prepares and/or receives plans, forms, blueprints, schematics, logs, specifications, deeds, maps, and related materials or documentation; reviews, completes, processes, files, and/or forwards; maintains records.

Operates a service truck to conduct inspections; inspects assigned vehicle for proper operations and maintains fluid levels; delivers truck to fleet maintenance repairs and scheduled maintenance.

Attends hearings and meetings as necessary; provides expert witness testimony.

Consults with supervisors, engineers, inspectors, contractors, architects, developers, and agency officials to review construction work, schedule inspections, discuss problems, coordinate activities, provide technical expertise, and receive advice/direction.

Inspects and condemns houses and other structures; issues and approves certificate of occupancy, inspections, and permits and permits; declares buildings or systems safe/unsafe.

Communicates via telephone, text message, e-mail and/or any other communication devices; provides information;

takes and relays messages; responds to requests for service.

Interprets regulatory codes and responds to requests for information from employees, officials, contractors, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; researches construction materials and methods; attends training seminars and workshops; maintains continuing education units (CEUs) for required certifications.

Represents the city as the authority on plumbing, mechanical, and gas related issues.

Serves as witness in court cases involving the department; serves on committees and attends meetings.

Assists in training new employees.

Recommends policies and procedures that guide and support the provision of quality services by the department. Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; five (5) years of progressively responsible experience in plumbing, mechanical, and gas inspections or related field required; Bachelors degree, Associates degree or Vocational/Technical diploma in plumbing, mechanical, gas or related field preferred; Possession of professional construction trade licenses or cards preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.. Supervisory experience preferred. Must possess and maintain a valid driver's license. Must have or be willing to obtain the following ICC certifications: Plumbing Plan Examiner, Residential Plumbing Inspector, Commercial Plumbing Inspector, Mechanical Plans Examiner, Residential Mechanical Inspector, and Commercial Mechanical Inspector. In lieu of the previously listed certifications, an ICC Certified Building Official Certification is acceptable. Must obtain two certifications in the first year and one certification per year after until the requirement is met. Must attend continuing education classes to maintain certification renewal requirements.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a service truck and a variety of equipment inspection

tools and automated office equipment including a calculator, copiers, telephone, meters, testing kits, hand tools, gauges, etc. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, blueprints, schematic, code books, operational manuals, and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, plumbing and gas-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal, gas, and plumbing documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal, plumbing, gas and mechanical principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals/percentages, and determine time.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include testing kits, scale rule, and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using inspection tools and automated office equipment and to operate a motor vehicle.


MANUAL DEXTERITY: Requires the ability to handle a variety of items, inspection tools and automated office equipment, control knobs, meters, gauges, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.


INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor


Date

Sec. 21-212. Definitions.

Sedimentation facilities: Those facilities including debris basins, sedimentation traps, berms, interceptor ditches, land terraces, hay bales, and vegetation ground covers, **and any other best management practices outlined in the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas” Volume 1 & 2.**

Sec. 21-218. Land development: permit requirement.

- (a) *Generally.* Prior to any development on any property in the area, the developer or person in charge or control thereof shall make application to the city engineer and obtain a land development permit ("LDP") authorizing development on the property in accordance with the provisions of this article. If approval of construction plans by the city engineer are otherwise required, the LDP must be approved and issued prior to approval of construction plans.

All development activity on the property shall be under the supervision of a professional engineer or his/her designated representative employed by the person or contractor in charge or control of the site of the development. No development activity shall occur on any property in the area until a land development permit has been issued pursuant to the provisions hereof.

- (b) *Minimal land development permit.* On a parcel of land less than one (1) acre in size if in the opinion of the city engineer only minor earth changes are required or to be made, he/she may issue a land development permit for the property with an application supported by a land development plan that does not contain all the elements, features and requirements of a land development plan as otherwise required herein.
- (c) *Applications for land development permits.*
- (1) A developer desiring to engage in development as herein defined in the area shall make application for a land development permit to the city engineer on a form provided for that purpose. The application shall be complete, signed and provide all information required. The application shall be supported and have attached thereto a land development plan as herein defined and contain all information and meet all requirements of this article. A complete application shall be submitted at least thirty (30) days prior to any planned development activity. An application will not be considered complete if any aspect of the land development plan or any supporting documents are not deemed sufficient by the city engineer or require further substantiation, revision or detail from the applicant.
 - (2) The city engineer will endeavor, within fifteen (15) working days after receipt of a completed application for a land development permit, to approve, disapprove or request further information or clarification in regard to an application. If an application is disapproved, the applicant will be advised, either verbally or in writing, and the reasons therefor. If further information is needed, the city engineer will specify the kind of additional information required. Within ten (10) working days after receipt of such additional information, if the same results in a completed application, a final decision shall be made by the city engineer to approve or disapprove the application.
 - (3) Provided; however, the failure of the city engineer to approve, disapprove or request further information in regard to any application for land development permit shall not be construed as an approval thereof nor constitute a waiver of any requirement of this article.
 - (4) Provided further, however, that the city engineer shall not issue a land development permit upon or in regard to any property within the corporate limits of the city that is zoned riverfront development unless and until the city council has granted final approval to the development in accordance with the zoning ordinance pertaining to the Riverfront Development District and the issuance of any such permit shall be in accordance with such approval.
- (d) *Land development permit required.* It shall be unlawful for any person to engage in development of any property in the area without having a land development permit issued pursuant to the provisions of this article unless otherwise exempt. It shall be unlawful for any developer to engage in development activity in the area in a manner that is in violation of the terms and conditions of a land development permit or the provisions of this article.
- (e) *[Exceptions.]* Except for property in a floodway, flood hazard area, or abutting Lake Tuscaloosa, land development permits are not required for:
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- (1) Emergency repairs of a temporary nature made on public or private property which are necessary for the preservation of life, health or property and which are made under such circumstances where it would be impossible or impracticable to obtain a land development permit.
 - (2) Temporary excavation for the purpose of installing, maintaining, or repairing any public street, public utility facility or any utility service lines.
 - (3) Agricultural activities.
 - (4) Any lot within a subdivision or planned unit development having received final plat approval in accordance with applicable subdivision regulations, zoning ordinances and approved by the city engineer.
 - (5) Driveways or driveway approaches. (Driveway permit required instead in accordance with the provisions hereof)
 - (6) Modifications, alterations or additions to an existing single-family dwelling.
 - (7) Development activity on a lot for a single-family dwelling unit ~~if the structure is not within a flood hazard area.~~
- (f) *Relocation of utilities a condition of permit.* It shall be a condition of all land development permit or permit (LDP) or driveway land development permit—Permit (DLDP) that the person and/or permittee shall relocate and/[or] re-establish all public utilities or public facilities including water, sewer, drainage structures, gas, electricity, CATV cable, publicly owned facilities including fiber cable, streets, sidewalks, curbs, gutters, traffic signals or traffic control devices in accordance with the relevant owner's requirements and specifications at the person's or permittee's own expense.
- (g) *Public infrastructure improvements.* The city engineer or his/her designee may require as a condition of an LDP public infrastructure improvements to be installed consistent with the purpose and scope of this article when such improvements are deemed necessary for public health, safety, and welfare.
- (h) *Refusal to issue permit.* The city engineer may refuse to issue an LDP to a developer, where the developer has incomplete tasks within the permitting process on a separate project or the developer has incomplete permits on a separate project including but not limited to: incomplete inspections; stop work orders; unattained approvals; or any other non-compliance with applicable code.

(Ord. No. 7075, § 2, 5-22-07; Ord. No. 7254, §§ 2—4, 5-27-08; Ord. No. 7285, § 5, 7-29-08; Ord. No. 8555, § 3, 6-27-17; Ord. No. 8568, § 1, 7-25-17; Ord. No. 8603, § 2, 9-26-17)

Sec. 21-221. Erosion control required generally.

Notwithstanding the fact that development activity on the property may be exempt from the requirements of a LDP or DLDP pursuant to the provisions of this article, any person causing any development, any earth change or constructing or reconstructing a driveway approach on any property, regardless of size, within the area shall take the necessary erosion control measures, utilizing best management practices, to provide for sedimentation facilities that prevent erosion and/or sedimentation in or upon city streets, public rights-of-way, public storm drainage facilities or public easements, public utilities, public water reservoirs (including Lake Tuscaloosa, Lake Nicol, and Harris Lake), creeks, rivers and streams and/or property of others. **Best Management Practices shall be designed, implemented, and have maintenance performed as outlined in the “Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas” Volume 1 & 2.**

(Ord. No. 7075, § 2, 5-22-07; Ord. No. 7254, § 7, 5-27-08)

Sec. 21-227. Lake development. REPEAL AND REPLACE

- (a) *Siltation bond and storm drainage bond.* A siltation and storm drainage bond in the amount of ten thousand dollars (\$10,000.00) or two dollars fifty cents (\$2.50) per square foot of disturbed area, whichever greater, is required for a lake development LDP. The bond shall be on forms provided by the city. A lake development LDP is required for all development within the drainage basin of Lake Tuscaloosa, Harris Lake and Lake Nicol in the corporate limits of the city and its police jurisdiction. In the event the developer fails to perform as required by the bond, the city is authorized to enforce the bond. To enforce the bond, the city may remove the silt and correct storm drainage with the work performed by city crews or on behalf of the city with the cost of such work claimed against the bond and payable to the city. In addition, the city may file a lien equal to the amount of the bond against any lot or lots subject to the bond and owned by the developer executing the siltation bond. This lien shall be a certified copy of a resolution passed by the city council and shall state the purpose and the amount of the lien and shall be recorded in the county office of probate. The liens will not be satisfied until such time as the developer complies with the bond conditions or the surety pays the bond. If the lien remains unsatisfied for ninety (90) days the city may collect on the lien as all debts are collected or liens enforced. The surety for the bond shall be in effect until such time that the development is permanently stabilized as defined by the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas and shall be one of the following: an irrevocable letter of credit; a cash deposit or an insurance company doing business by an agent in the State of Alabama through an attorney-in-fact.

(Ord. No. 9310, § 2, 12-13-22)

Sec. 21-227. Lake Development NEW

a. *Purpose.* To establish minimum standards for design and construction of site grading and site development to ensure that there are adequate measures in place to control erosion and sedimentation of Lake Tuscaloosa, Harris Lake, and Lake Nicol through establishment and maintenance of best management practices during construction and development activities.

b. *Site stabilization plans required.* Site stabilization plans/BMP plans, prepared by the responsible party, are required for all development within the drainage basin of Lake Tuscaloosa, Harris Lake, and Lake Nicol in the corporate limits of the city and its police jurisdiction prior to any development on any property in the area for erosion control. Erosion and sediment control best management practices shall be designed, implemented, and have maintenance performed as outlined in the "Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas" Volume 1 & 2. The site stabilization plan will include at minimum the provisions for stabilization of graded areas, sediment control practices (barriers, basins, inlet protection, and stabilized outlets).

1. Minimum plan requirements:

- A. Contact information for designated representative
- B. Site location (address, parcel ID, etc.)
- C. Description of construction/land disturbance activities
- D. Summary of erosion prevention measure
- E. Site plan identifying site boundaries, area of disturbance, location of erosion prevention measures, proposed new impervious area, and any perennial, intermittent, and ephemeral streams, lakes, springs, wells, and wetlands

c. *Siltation and storm drainage bond.* When LDP is required, a siltation and storm drainage bond is required.

1. A siltation and storm drainage bond in a minimum amount of ten thousand dollars (\$10,000.00), not to exceed two hundred thousand dollars (\$200,000), calculated at twenty five thousand dollars (\$25,000) per acre of disturbed area, is required with the land development permit. The bond shall be on forms provided by the city.

2. In the event the developer fails to perform as required by the bond, the city is authorized to enforce the bond. To enforce the bond, the city may remove the silt and correct storm drainage with the work performed by city crews or on behalf of the city with the cost of such work claimed against the bond and payable to the city. The surety for the bond shall be in effect until such time that the development is permanently stabilized as defined by the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas and shall be one of the following: an irrevocable letter of credit; a cash deposit or an insurance company doing business by an agent in the State of Alabama through an attorney-in-fact.

3. In addition, the city may file a lien equal to the amount of the bond against any lot or lots subject to the bond and owned by the developer executing the siltation bond. This lien shall be a certified copy of a resolution passed by the city council and shall state the purpose and the amount of the lien and shall be recorded in the county office of probate. The liens will not be satisfied until such time as the developer complies with the bond conditions or the surety pays the bond. If the lien remains unsatisfied for ninety (90) days the city may collect on the lien as all debts are collected or liens enforced.

d. *Exceptions to siltation bond.* In lieu of a siltation and storm drainage bond where LDP is not required within the drainage basin of Lake Tuscaloosa, Harris Lake, and Lake Nicol, only a site stabilization plan is required.

1. *Penalty.* In the event the developer, person, firm, corporation, or agent fails to maintain appropriate site stabilization procedures or violates any provision of this section shall be guilty of a misdemeanor and, on conviction, be punished as provided for in [section 1-8](#). The violation or noncompliance with each individual requirement, rule or regulation, of such code, and each day's continuation thereof, shall constitute a separate and distinct offense until such time that the development is permanently stabilized as defined by the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas.